

SECRET

10 February 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: Disposition Guide for Auxiliary Paper Holdings
- CS

1. The status of the above subject is as follows:

a. A copy of Part II, Support and Administrative Records, is being referred directly to each of the DD/S offices involved for concurrence in the disposition instructions indicated in the Guide. We expect to resolve any remaining problems in the very near future. ✓

b. The entire Disposition Guide will be submitted to the CS Records Committee for its approval prior to final issuance. ✓

c. The Guide will be used in the CS headquarters as a supplement to Chapter III of our Records Handbook to assist in purging our files of unnecessary paper holdings.

d. A properly sterilized version of the Disposition Guide will be sent by book dispatch to appropriate field stations as supplemental guidance in the disposition of non-record documents.

2. In accordance with your suggestion during our telephone talk this morning, a copy of the Guide is provided for your information. If any further action is required prior to publication and issuance of the Disposition Guide, please advise the undersigned. ✓

DD/P Records Management Officer

Attachment:
Disposition Guide

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Discussed with [redacted] on telephone; he has not read comments from DD/S staff yet. Will advise us when they come in. No action needed by [redacted]

Please review this & let me know your comments by 1/19/60

[Signature]
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